



West Hills Little League Safety Plan 2023

Dear Managers, Coaches, Umpires, Parents, Guardians, and Friends:

Welcome to another year of fun, and exciting baseball at West Hills Little League. We are dedicated to improving our safety program with each successive year. Our Board of Directors continues to establish safety goals by providing the necessary support and funding to reach these goals.

In an effort to assist our volunteers this season, we have assembled this safety manual with information that will help you to understand various roles and responsibilities related to safety and the West Hills Little League program. We hope that our demonstrated adherence to a “safety plan” is an indication of our commitment to yourself, your children, and our West Hills Little League goals. Please read this plan carefully, as it will better familiarize you with safety fundamentals.

Remember that safety rests with all of us. If you see an unsafe condition, please attempt to immediately remedy the problem. Always use common sense while reporting all safety incidents when they occur to our Safety Officer or me, or any available board member.

Sincerely,

A handwritten signature in blue ink that reads "Anthony Roman".

Anthony Roman

West Hills Little League - President

Important Phone Numbers

Little League District 41 President- Kim Mowrey (619) 670-5524

District 41 Safety Officer - Jeremy Amison (760) 908-7646

Williamsport Insurance Claim Office (570) 327-1674

Rady Children's Hospital (858) 576-1700

Sharp Grossmont Hospital (619) 740-6000

Santee Sheriff's Station (619) 956-4000

Santee Fire Department (619) 258-4100

Emergency 9-1-1

For Maintenance Issues at City Facility

Public Services (normal working hours) (619) 258-4100 ext 304

On-call staff (non-working hours, holiday) (619) 228-4100 ext 222

Key Board Contacts

Name	Position	Phone #
Anthony Roman	President	619-410-7971
Talmage Kuhl	Safety Officer	858-776-1315
Mike McEwen	1st Vice President	619-990-8487
Jason Jervis	2nd Vice President	619-249-8535
Charr Jervis	Lower Division Player Agent	619-647-0463
Andrea Carey	Upper Division Player Agent	619-972-2056
Bill Balog	Head Umpire	619-719-7250
Mark Frens	Manager Coordinator	619-889-6894
Joe Carey	Equipment Manager	858-437-7423
Robert Chassar	Field Maintenance Coordinator	619-971-1671

Responsibilities

President: The President of West Hills Little League (WHLL) is responsible for ensuring that the policies and regulations of the WHLL Safety Plan and little league baseball rules and regulations are carried out by the entire membership to the best interest of his/her abilities and to obtain background checks (at minimum a nationwide applicable government sex offender registry check) of all volunteers using completed 2023 Volunteer Applications. All Volunteer Applications must be retained by the President. In order to protect the children of WHLL, the following league personnel are required to consent to a background check pursuant to Little League Regulations I(c) 8 and 9, and the league is required to conduct annual background checks on the individuals prior to the applicants assuming their duties for the current season:

- Managers
- Coaches
- Main Board Members
- Any other persons, volunteers, and /or hired workers who provide regular service to the league and/or have repetitive access to or contact with the players or teams.

Safety Officer: The Safety Officer of West Hills Little League is responsible for the development and implementation of the League's Safety Plan. The Safety Officer is the link between the Main Board of WHLL and its managers, coaches, umpires, players, parents, spectators, and any other parties regarding safety matters, rules, and regulations.

The responsibilities of the Safety Officer include:

- Submit a qualified Safety Plan registration form along with the league's Safety Plan to Little League Headquarters
- Submit team roster data, which includes players, coaches, managers, and team volunteers to Little League Data Center.
- Ensuring that each team receives a copy of the Safety Plan the beginning of the season
- Use funds in the safety budget to print safety plans and purchase safety and first aid items as needed.
- Provide fundamental training for all managers and coaches (i.e. hitting, fielding, throwing, sliding, etc.). This training may also be delegated and conducted by an experienced umpire, high school, college, or experienced league manager, coach, or official. Training organization will be secured and dates posted in the league snack bar as well as on the league web page. Emails will also be sent to managers and coaches when information is available.
- Installing first aid kits in the concession stand and equipment storage buildings at the playing fields.
- Install and maintain AED defibrillator and locating signage
- Properly display "911 Emergency Signs" listing field address along with non-emergency Sheriff phone #
- Inspect concession stand fire extinguishers and instruct concession stand workers on the use of fire extinguishers.
- Check field, lighting, and facility conditions with the Field Maintenance Manager, listing areas that need attention. Complete the ANNUAL Little League Facility Survey.
- Require that First Aid Training Certification is on file with the WHLL President & District Safety Officer from the manager/coach or designated representative for each team. One team rep is

required to attend the above meetings each year (manager or registered coach meets the requirement); managers/coaches are required to attend once every 3 years. First aid training will be scheduled and available to all league volunteers. Volunteers will be notified and training held prior to opening day. Training information will be posted at the league snack bar, league website, and email blast.

- Act immediately to resolve unsafe or hazardous conditions that are brought to his/her attention.
- Inspect protective fence top padding for any safety hazard.
- Make spot checks at practices and games to ensure that all teams are adhering to safety practices set forth in this plan and Little League Baseball rules and regulations.
- Track all injuries and “near misses” in order to identify injury trends.
- Will ensure that the Equipment Manager issues pitch counters to all major and minor managers. Caps has limited player pitching, the scorekeeper and manager shall keep track of the pitches. T-ball will use coach pitch and/or tee play. Rookies will use machine pitch.
- The Safety Officer shall investigate any violation of the pitch count regulation and track multiple occurrences for action by the Main Board and Disciplinary Committee.
- Make sure that safety is a topic of discussion at each monthly main board meeting, sharing incidents, ideas while encouraging safety improvement.

Main Board: All members of the West Hills Little League Main Board will adhere to and carry out the policies as set forth in this Safety Plan and Little League Baseball rules and regulations.

Information Officer: The Information Officer of the West Hills Little League is responsible for maintaining and updating the safety information on a weekly basis.

Managers and Coaches: A Manager is a person appointed by the President of West Hills Little League to be responsible for the team’s actions on the field, and to represent the team in communications with the umpire, opposing manager, and league officials. The Manager is responsible for the team’s conduct at all times at the little league complex, both on and off the field of play, for observance of official rules and regulations and deference to the umpires. The manager is also responsible for the safety of his/her players. He/She is also responsible for the actions of his/her designated coaches or volunteers. If the manager leaves the field that manager shall designate a coach as a substitute and that person shall have the rights, duties, and responsibilities of the manager.

The responsibilities of the Managers include:

- Have a copy of this Safety Plan and knowledge of the location of First Aid Kits & defibrillator.
- Ensure that all players have submitted a signed medical release form. Managers must have this form at each practice and game.
- Cover the basics of safe play with all players prior to starting the first practice.
- Return all signed Volunteer Code of Conduct for the manager and all coaches, and the Parent Code of Conduct from each player’s parents to the Safety Officer.
- Ensure that all team coaches and volunteer parents have completed a Volunteer Application and have passed a background check.
- Teach players the fundamentals of the game while advocating safety, including the enforcement of regulations regarding the use of proper equipment.
- Notify parents that if a child is injured, he/she cannot return to practice or game unless they have a release from their doctor. This medical release protects the manager and WHLL if that child

should become further injured or ill. There shall be no exception to this rule. If the player does not have a medical release they cannot play. Casts may not be worn during a game.

- Encourage players to bring water bottles to practices and games.

During Season Play, Managers Shall:

- Make sure that they have telephone access at all activities. It is suggested that a cellular phone always be on hand. (except where prohibited in rule 3.17) There is a telephone in the concession stand that is accessible during operational hours.
- Not expect more from a player than what the player is capable of.
- Always have a First Aid Kit and Safety Plan on hand. • Use common sense.
- Make sure equipment is in good working order. If not, contact the Equipment Manager.
- Agree with the opposing manager on the fitness of the playing field. Walk the field and check for hazards before each game. In the event that the two managers cannot agree, the league President or duly delegated board representative shall make the determination. Their decision shall be final.
- Adhere to Regulation VI of Little Rules regarding pitch count. (See details in Safety Rules) Managers who willfully and/or persistently violate the pitch count rule can be disciplined, suspended, or removed by the Main Board.

During Each Game, Managers Shall:

- Keep players alert.
- Maintain discipline at all times.
- Ensure that the manager, coach, or a designated parent is in the dugout at all times.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game. All players not on the field of play shall be in the dugout or behind the fenced areas of the field.
- Make sure catchers are wearing all proper protective equipment.
- Observe the "no on-deck batter" rule and keep players behind the screens at all times. No players should handle a bat in the dugout at any time.
- Bat boys/girls are not permitted.
- Ensure that traditional bat doughnuts are not used.
- Not lose focus by engaging in conversation with parents or other spectators.
- Not play children that are ill or injured in a game.
- Attend to children that become injured.
- Encourage everyone to think Safety First.

After Each Game the Manager Shall:

- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured, no matter how slight the injury. There are no exceptions to this rule. This protects the managers and WHLL.
- If a child suffered an injury, make sure an accident/injury report is filled out and given to the Safety Officer or designated Board member within 24-48 hours.
- Return the field to its pre-game condition, per WHLL policy.

If a Manager knowingly disregards safety, he or she will be required to answer to the WHLL Main Board regarding their conduct.

Umpires: Umpires are responsible for the conduct of the game in accordance with WHLL and Little League Baseball rules and for maintaining discipline and order on the playing field. Umpires have the authority to order a player, coach, manager, or league official to do or refrain from doing anything that affects the administering of WHLL and Little League Baseball rules. The Umpire, Before Each Game Begins, Shall:

- Check equipment in the dugouts of both teams. Equipment that does not meet specifications must be removed from the playing field.
- Make sure that catchers are wearing all proper protective equipment. In-game conditions and when warming up pitchers in a crouched position, catchers must wear all protective equipment, otherwise catchers must wear a face mask/helmet and stand up when warming up a pitcher.
- Walk the field to check the condition of the field, checking for hazards or obstructions.
- Check players for jewelry, metal cleats, proper equipment, and uniforms.

The Umpire, During the Game, Shall:

- Govern the game as mandated by Little League Baseball rules.
- Check baseballs for discoloration and blemishes and declare a ball unfit for use if it exhibits these traits.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather or an unfit condition of the playing field.
- Act as sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- With assistance from the Official Scorekeeper, enforce the pitch count limit regulation.
- Enforce the rule that no spectators shall be allowed on the playing field during a game.
- Make sure catchers are wearing proper protective equipment and other equipment specifications are being met.

Field Maintenance Manager: The West Hills Little League Field Maintenance Manager is responsible for ensuring that the fields and structures used by WHLL meet the safety requirements outlined in this Safety Plan. The Field Maintenance Manager is required to complete the Little League National Facility Survey regarding the playing fields and facilities.

Concession Stand Manager: The West Hills Little League Concession Stand falls under the direction of the Auxiliary President. As such, that position shall be responsible for ensuring that Concession Stand Volunteers are trained in the safety procedures outlined in this Safety Plan.

Equipment Manager: The West Hills Little League Equipment Manager is responsible for ensuring that all teams have their proper safety equipment and for getting damaged/defective equipment replaced or repaired. This replacement must be made in a timely manner to ensure the safety of the players.

West Hills Little League

Code of Conduct

The conduct and actions of all Players, Managers, Coaches, Umpires, and WHLL Officials must be above reproach.

No League Official, Manager, Coach, Player, Umpire, or Spectator shall:

- At any time, lay a hand upon, push, shove, strike, physically attack or threaten to strike any League Official, Manager, Coach, Player, Umpire, or Spectator.
- At any time, verbally or physically abuse any official for any real or imaginary belief of a wrong decision or judgment.
- Demonstrate objectionable dissent at an official's decision by throwing gloves, helmets, hats, bats, balls, or any other equipment in a forceful display of unsportsmanlike conduct.
- Use unnecessarily rough tactics in the play of the game against the body of another opposing player.
- Use profanity, obscene or vulgar language, or gestures at any time.
- Be in possession of any alcoholic beverage at any portion of the WHLL complex.
- Be intoxicated at any time while at any portion of the WHLL complex. Being intoxicated will be defined as having an odor of an alcoholic beverage or behavior associated with intoxication.
- Gamble upon any play or outcome of any game with anyone at any time.
- Use tobacco in any form on the premises of the WHLL complex. Tobacco usage shall be permitted at the entrance to the fields, adjacent to the parking lot.
- Discuss publicly with spectators in a derogatory or abusive manner any play, decision, or personal opinion of any player during a game.
- As a Manager or Coach, mingle with or fraternize with spectators during the course of the game.
- Speak disrespectfully to any League Official, Umpire, Manager, Coach, Player, or Spectator.
- Tamper with or manipulate any league roster, schedule, draft position or selection, official scorebook, ranking, financial record, or procedure.
- Challenge an umpire's authority. Umpires have the authority and discretion during a game to penalize offenders accordingly, based on the infraction, up to and including removal from the game. If removed from the game, players, managers, or coaches must leave the game site immediately and must not be present at the game site for the remainder of that game.

The West Hills Little League Disciplinary Committee will review all infractions of the WHLL Code of Conduct and refer all decisions to the Main Board for final judgment. Depending on the seriousness or frequency of the infraction, the Board may assess additional disciplinary action up to and including expulsion from the league.

West Hills Little League

Safety Code

- The responsibility for safety procedures belongs to every member of West Hills Little League.
- Each Player, Manager, Coach, and Umpire shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only WHLL approved Managers and/or Coaches are allowed to practice teams.
- Only WHLL approved Managers and/or Coaches are allowed to supervise batting cages.
- First Aid Kits shall be located at the WHLL complex in the concession stand and equipment storage buildings adjacent to the fields. A defibrillator will be located in the concession stand marked by an AED sign. Teams practicing or playing games at locations other than the WHLL complex must have a first aid kit present as part of their issued team equipment.
- No games or practices will be held when weather or field conditions are poor, unsafe or when lighting is inadequate.
- The playing field will be inspected prior to each game or practice for holes, damage, stones, glass, foreign objects, or other unsafe conditions.
- Team equipment shall be stored within the dugout or screened areas and not within the area defined as “in play”.
- Only Players, Managers, Coaches, and Umpires are permitted on the field of play or in the dugouts during games or practices.
- Foul balls batted out of the playing field shall be returned to the snack bar or placed in the ball return. Foul balls are not to be thrown over the fence back onto the playing field.
- Equipment should be inspected regularly for condition.
- All pre-game warm-ups should be conducted within the confines of the playing field and not within areas that would endanger spectators.
- Batters must wear Little League Baseball-approved protective helmets that bear the NOCSAE seal at all times while batting at practice and games. Runners and player base coaches must also wear protective helmets.
- Effective January 1, 2018, Little League baseball will adhere to the new USA Bat standard. No bats previously approved in Little League play will be permitted to be used in any Little League game, practice, try-out, or other Little League function or activity.
- Beginning in the 2008 season, all divisions will utilize bases that disengage at their anchor.
- Parents of players who wear glasses should be encouraged to have the children wear safety-type glasses.
- On deck batters are not permitted.
- Managers and Umpires will use only official Little League Baseball approved balls supplied by WHLL.
- All male players will wear athletic supporters and/or cups during games. Male catchers must wear a metal, fiber, or plastic-type cup and long model chest protector.
- Female catchers must wear a long or short model chest protector.
- All catchers must wear a chest protector with a neck collar, throat guard, shin guards, and catcher’s helmet, all of which meet Little League Baseball specifications.
- All catchers must wear a mask, with dangling type throat protector, and catcher's helmet during infield/outfield practice, pitcher warm-up, and games.
- Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size, or weight consistent with protecting the hand.

- Catchers may not catch from a crouched position, whether warming up a pitcher, in practices or games without wearing full protective equipment including a protective cup.
- Managers and Coaches are not permitted to catch a pitcher (rule 3.09).
- Shoes with molded cleats are permitted; metal spiked shoes are not permitted.
- All Managers and Coaches, while participating in practice or games, shall wear footwear that covers the entire foot. Sandals, thongs, slip-on shoes are not permitted.
- No food or drink is allowed in the dugout except for bottled water or Gatorade-type drinks. Water is also available from the drinking fountains.
- Never hesitate to report any present or potentially unsafe condition or safety hazard to the WHLL Safety Officer or other League Official.
- No alcoholic beverages or drugs are permitted on the premises of the WHLL complex at any time.
- All pets or animals must be on a leash and properly supervised by a responsible adult.
- Players and spectators should be alert at all times for hit or thrown balls.
- Riding of bicycles, skateboards, scooters, or skates are not allowed on the premises of the WHLL complex at any time during games.
- There is no running or horseplay allowed in or around the bleachers.
- Pitch Count and Rest Period Rules must be adhered to:

The manager must remove the pitcher when said pitcher reaches the limit for his/her age group, but the pitcher may remain in the game at another position with the exception of catcher.

NOTE: A pitcher who delivers 41 or more pitches in a game cannot play the position of catcher for the remainder of that day.

Pitch limits:

- League age 11-12- 85 pitches per day
- League age 9-10- 75 pitches per day
- League age 7-8- 50 pitches per day

Exception: If a pitcher reaches his/her pitch limit while facing a batter, the pitcher may continue to pitch until that batter reaches base or is put out.

There is no limit to the number of pitchers a team may use in a game.

Rest requirements: A player may not pitch in consecutive games unless the player's "pitch count" was 20 pitches or less during the previous game.

- If a player pitches 66 or more pitches in a day four (4) calendar days of rest must be observed.
- If a player pitches 51-65 or pitches in a day three (3) calendar days of rest must be observed.
- If a player pitches 36-50 pitches in a day, two (2) calendar days of rest must be observed.
- If a player pitches 21-35 pitches in a day, one (1) calendar day of rest must be observed.
- If a player pitches 1-20 pitches in a day, no (0) calendar day of rest must be observed.

The league must designate the scorekeeper or another game official as the official pitch count recorder. The pitch count recorder must not only keep track of balls and strikes but foul balls batted with two strikes. The pitch count is computed by adding the number of balls and strikes, the number of foul balls hit with two strikes, and the number of fair batted balls.

The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. However, the manager is responsible for knowing when his/her pitcher must be removed.

The official pitch count recorder should inform the umpire when a pitcher has delivered his/her maximum limit of pitches for the game. The umpire will inform the pitcher's manager that the pitcher must be removed as a pitcher. However, the failure of the pitch count recorder to notify the umpire and/or the failure of the umpire to notify the manager does not relieve the manager of his/her responsibility to remove the pitcher when that pitcher is no longer eligible.

A player may not pitch in more than one game in a day, under any circumstances, including finishing a continuation game before a regularly scheduled game.

Concession Stand Safety

- No person under the age of fifteen will be allowed behind the counter in the concession stand.
- People working in the concession stand will be trained in safe food preparation. Training will cover the safe use of equipment. This training will be provided by the Auxiliary President and/or appropriate Auxiliary Board members.
- Cooking equipment will be inspected regularly and repaired or replaced as needed.
- Propane tanks will be turned off at the grill and at the tank after use.
- Food not purchased by WHLL to sell in its concession stand will not be cooked, prepared, or sold in the concession stand.
- Cooking grease will be stored safely in containers away from open flames.
- Carbon Dioxide tanks will be secured with chains so they stand upright and cannot fall over.
- Cleaning chemicals must be stored in a lockable container.
- A fully charged fire extinguisher rated for grease fires must be placed in plain sight at all times.
- All concession stand workers are to be instructed in the use of fire extinguishers.
- A complete First Aid Kit will be present in the concession stand.
- The Concession Stand main entrance door will not be locked or obstructed while people are inside.

Attachments

1. Little League Baseball Medical Release Form
2. Injury Tracking/Reporting Form
3. Little League Baseball Accident Notification Form
4. Claim Form Instructions
5. What Parents Should Know About Little League Insurance
6. General Liability Claim Form
7. Accident reporting Procedure
8. 2022 Little League Volunteer Application
9. 2022 Little League Returning Volunteer Application
10. Concussion Information Sheet

ACCIDENT REPORTING PROCEDURE

What to report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the League Safety Officer.

When to report

All such incidents described above must be reported to the Safety Officer within 24 hours of the incident. You may reach him by email at WHLLsafetyofficer@gmail.com.

The Safety Officer's contact information will be posted at all times on the message board located inside of the concession stand.

How to make a report

Reporting incidents can come in a variety of ways. Most typically, they are telephone conversations. At a minimum, the following must be provided:

The name and phone number of the injured person.

The date, time, and location of the incident.

A detailed description of the incident

A preliminary estimation of the extent of any injuries.

The name and phone number of the person reporting the incident.

Accident and injury reports can be found inside the Safety Manual as well as at the concession stand.

All accidents occurring, unrelated to a player and/or team (spectator injuries, concession injuries, 3rd party injuries) shall be handled directly by the Safety Officer or the League President.